

**LOSS PREVENTION SUBCOMMITTEE  
JULY 10, 2003  
MEETING MINUTES**

**Members Attending:**

Andreta Armstrong	Department of Licensing
Kathy Gastreich	Department of Corrections
Bill Henselman	Department of Transportation
Larry Keller	Department of Ecology
Carole Mathews	Department of Labor and Industries
Linda Ramsey	Military Department
Stephen Simmons	Department of Social and Health Services
Tom Wendel	Office of the Attorney General

**Absent:**

Dennis Anderson	Department of Health
Gary Andrews	Department of Corrections

**Staff:**

Jolene Bellows	Office of Financial Management
John Nicholson	Office of Financial Management

**Guest**

Bryan Bazard	Department of General Administration, State Motor Pool
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**MINUTES**

The minutes from the April 9, 2003, Loss Prevention Subcommittee meeting were approved as distributed.

**PURPOSE OF REVISING STATE ACCOUNTING AND ADMINISTRATIVE  
MANUAL (SAAM) SECTIONS RELATING TO MOTOR VEHICLES**

Jolene Bellows explained the purpose of proposing modifications to the vehicle and driver sections of SAAM. Providing a separate chapter to address all state vehicle/driver rules is a key recommendation. Also, links to other pertinent sources of information, e.g., WACs, RCWs, other policies will be added. Kathy Gastreich added that the purpose of today's meeting would be to obtain general agreement on concepts and direction.

**SAAM RECOMMENDATION #2 – Defining Authorized Drivers/Passengers (State Vehicles and POVs)**

**Recommendation 2-A (establishing one authorized passengers/authorized use of state vehicle section in SAAM and expand):**

Jolene will ensure that all definitions used in the materials distributed are consistent with RCW 4.92.

- **Comments:** Definition of “state employee” will be further discussed and modified as some agencies use contracted drivers, volunteers, or correctional inmates to drive state vehicles. Also, confusion exists in the Military Department with National Guard drivers who are paid by federal funds while conducting state business, but if they are injured, they are paid according to federal compensation rules. Under definition of volunteer and student, the word “designee” will be added after appointing authority. Also reference to “college” will be removed before student as some agencies allow high school students to drive. On page 2, under the first new section, the word “Pool” will be added after State Motor. Under the fourth section, a link will be added to provide additional information about meals.
- **Recommendation:** General agreement on concept with above comments taken into consideration.

**SAAM RECOMMENDATION #4 – Incident/Accident/Citizen Complaint Review for All State Drives (State Vehicle and POV)**

**Recommendation 4-A (required vehicle incident/accident investigation/reviews for management team):**

- **Comments:** Too much verbiage used procedures need to vary by agency; A general threshold for in-house reporting was suggested. Jolene to draft general, broad language that discusses recommended review.
- **Recommendation:** General agreement on concept as a fleet management program suggestion.

**Recommendation 4-B (creation of driving standards and disciplinary action):**

- **Comments:** Needs to be addressed, but not in SAAM. Refer to Civil Service Reform (HR2005). New section on state driver accountability portions for disciplinary action not recommended; retain current disciplinary policy and refer to HR 2005 regarding driving citations/accidents.
- **Recommendation:** Not change SAAM. Refer to Labor Relations.

**Recommendation 4-C (new/separate section regarding payment of tickets, citations, and fines):**

- **Comments:** Some drivers are not paying tickets and fines. Agency transportation officers are notified but nothing happens in some instances. Members suggested the Motor Pool notify directors of nonpayment so that appropriate action will be taken.
- **Recommendation:** No recommended change as the current rules covered in SAAM 70.40.40C and 40.15b are sufficient

**Recommendation 4-D (formalizing and emphasizing the citizen complaint process via SAAM):**

- **Comments:** Too detailed and felt there is no need for citizen complaint process to be included in SAAM; agencies already have processes to respond to citizen complaints.

- **Recommendation:** No addition to SAAM. Citizen complaints received by the Motor Pool need to be referred to the agency transportation officer for review and action.

#### **GROUP 1 – State Driver’s Status to Drive – Legal Licensing Requirements and Driving Record Review**

The draft State Drivers Safety and Risk Management Checklist form was discussed as a tool to emphasize the safe use of vehicles, as well as provide an orientation to drivers.

- **Comments:** All drivers addressed equally; some issues fall in the labor relation’s arena; purpose of the checklist is to educate; concern that some employees might refuse to sign.
- **Recommendation:** Agreement to have some document that can be used as a checklist, with signatures that would denote that the document had been reviewed.

#### **VIDEO PROJECT**

Jolene provided an overview of the draft video outline prepared by Jeff Smith at the Department of Licensing. The video would be 12-15 minutes in length. Depending on the Department of Information Services’ production schedule, the video could be ready as soon as October. Agencies will have access to the video via several mediums.

#### **QUARTERLY VEHICLE REPORT TO AGENCIES**

John Nicholson reported that the Risk Management database is in the process of being moved from the General Administration server to the OFM server. As soon as this process is completed, the quarterly vehicle reports will be generated and available by the end of July.

#### **NEXT MEETINGS**

Additional SAAM recommendations from the other groups need to be reviewed. Kathy suggested that two additional meetings be scheduled for the latter part of September and October to complete the review. This will allow sufficient time for modifications to be finalized and forwarded to the Risk Management Advisory Committee for its December meeting. Members concurred with this approach. Members will be advised of the additional meeting dates.

#### **ADJOURNMENT**

The meeting adjourned at 3:30 p.m.